



COBB COUNTY GOVERNMENT

Department of Human Resources
Employment Center, 100 Cherokee Street,
Second Floor
Marietta, GA 30090-7006
<http://hr.cobbcountyga.gov>

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Requisition Details	
Requisition Title/Job Title:	RECREATION PROGRAM COORD
Department:	Parks, Rec, & Cultural Affairs
Position Number:	2094020
Position information:	Recreation (Arts) Coordinator position located at the Big Shanty Art Station in Kennesaw.
Salary:	\$42,224 to \$66,518 Per Year
Position Type:	Full-Time
Issue Date:	12-02-2009
Final Filing Date:	12-30-2009
Essential Job Functions:	<p>Plans and implements short and long-term goals, objectives, and strategies for specialized area of operation to ensure efficient organization and utilization of the facilities/programs/personnel and other allocated resources.</p> <p>Develops operational guidelines and procedures for the overall and day-to-day operation of the arts programs/facilities under charge; ensures operations comply with established policies, procedures and applicable regulatory standards.</p> <p>Provides training for arts staff in carrying out programs under charge in accordance with County and department policies and procedures; such training includes administrative operations, training specific to the program/facility mission, and safety.</p> <p>Coordinates with assigned staff and contract staff the facilities overall operations, including assignment of resources allocated to personnel and equipment.</p> <p>Coordinates with staff on marketing initiatives to actively promote the arts programs/facilities for the specific area of responsibility, programs and facilities; identifies arts programming needs and recommends enhancements for programs accordingly.</p> <p>Proactively recruits staff, contractors, vendors and other applicable entities to participate in delivery and administration of program/facility assignment area, e.g., instructors, part-time recreation staff, program leaders, artists.</p> <p>Develops master program/facility calendars in a manner to optimize utilization of resources and generation of revenues; effectively resolves scheduling issues and conflicts with limited lead time.</p> <p>Receives and responds to requests, complaints, concerns, and general inquiries from the public and patrons; provides resolution within prescribed area of responsibility.</p> <p>Prepares or oversees the preparation of financial, registration, attendance, and special project reports, memos, and correspondence; develops and interprets charts, diagrams, and statistics on operations to support programming/facility recommendations.</p> <p>Participates in the development of the unit's budget; administers approved resources within established budgetary parameters.</p> <p>Performs public relations activities in representing the department and presenting information to citizens, businesses, boards and related entities in a variety of forums, e.g., newsletters, broadcast media, advertisement, public and educational presentations.</p> <p>Ensures proper care and maintenance for facilities, equipment, grounds, and natural resource areas applicable to assignment area to ensure public and patron safety, safety of staff and other internal customers, and compliance with regulatory standards.</p> <p>Performs other related duties as assigned.</p>

Minimum Qualifications:	Bachelor's degree in visual, literary, theatre arts, arts administration, or related field; supplemented by three years progressively knowledgeable and skilled experience in arts administration; or an equivalent combination of education, training and experience
	Valid Driver's License
Grade:	52
Status:	Exempt
Requisition:	0000233 (SC)
<i>Cobb County Government is a smoke free environment for all employees.</i>	
